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**Category 2 and/or Category 3  
Grant Modification Request**

(Forward letter and appropriate table to ORA. Allow eight (8) weeks for processing.)

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**SAMPLE REQUEST LETTER AND FORMS**

(Type letter on Grantee letterhead. Please complete appropriate table found on remaining pages of this form.)

January 1, 2001

Grants Management Office  
Indiana Office of Rural Affairs  
One North Capitol, Suite 600  
Indianapolis, Indiana 46204-2288

Re: Grant Number:

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through the Indiana Office of Rural Affairs, allow a change in objectives and/or a reallocation of funds between approved activities. This change will increase or decrease the original scope by more than ten percent (10%). The specific details of the request are found on the attached table.

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name  
Chief Elected Official

**Category 2 and/or Category 3 Modification Request**  
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**Budget Modification**

(Reallocation of Funds or Change in Line Item in Excess of 10%)

<b>Grantee:</b>		<b>Grant Number:</b>	
<b>Project:</b>		<b>Approved Grant Amount:</b>	
<b>Modification Number:</b>		<b>Date:</b>	
<b>Activity</b>	<b>Description</b>	<b>Original Approved Amount</b>	<b>Requested Amount</b>
<b>Justification for Modification</b>			

**Category 2 and/or Category 3 Modification Request**  
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**Job Creation Goal Modification**  
 (Change in Goal in Excess of 10%)

<b>Grantee:</b>		<b>Grant Number:</b>	
<b>Project:</b>		<b>Approved Grant Amount:</b>	
<b>Modification Number:</b>		<b>Date:</b>	
<b>Activity</b>	<b>Description</b>	<b>Original Goal</b>	<b>Requested Goal</b>
<b>Justification for Modification</b>			

**Category 2 and/or Category 3 Modification Request**  
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**Day Care Goal Modification**  
(Change in Goal in Excess of 10%)

<b>Grantee:</b>		<b>Grant Number:</b>	
<b>Project:</b>		<b>Approved Grant Amount:</b>	
<b>Modification Number:</b>		<b>Date:</b>	
<b>Activity</b>	<b>Description</b>	<b>Original Goal</b>	<b>Requested Goal</b>
<b>Justification for Modification</b>			

**Category 2 and/or Category 3 Modification Request**  
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**Housing Goal Modification**  
 (Change in Goal in Excess of 10%)

<b>Grantee:</b>		<b>Grant Number:</b>	
<b>Project:</b>		<b>Approved Grant Amount:</b>	
<b>Modification Number:</b>		<b>Date:</b>	
<b>Activity</b>	<b>Description</b>	<b>Original Goal</b>	<b>Requested Goal</b>
<b>Justification for Modification</b>			